

SPARQ Solutions Pty Ltd ("SPARQ Solutions") is committed to equal employment opportunity (EEO), which involves treating employees and prospective employees on their merits and valuing them for their professional competence. This commitment is consistent with SPARQ Solutions' obligations under the *Equal Opportunity in Public Employment Act 1992* and the *Anti-Discrimination Act 1991*, and reflects our core values of professionalism, teamwork and improvement.

1. SPARQ Solutions supports and promotes the principle that all employees are able to work, train and build careers in a workplace that is safe, equitable and free from unlawful discrimination, harassment, sexual harassment, workplace bullying, vilification and victimisation. These behaviours are unacceptable, and will not be tolerated under any circumstances.
2. Discrimination is unlawful when it is based on one of a number of specified grounds or attributes including sex, race, age, pregnancy, breastfeeding, trade union activity, sexuality, lawful sexual activity, gender identity, relationship status, parental status, impairment, religious belief or activity, political belief or activity, or an association with someone with one of these attributes.
3. Selection decisions will be made based on merit, to ensure that people with comparable skills and qualifications have an equal chance of obtaining employment and attaining advancement.
4. The Chief Executive Officer has overall responsibility for EEO within SPARQ Solutions. In addition, all managers and employees are responsible for ensuring a safe and equitable workplace free from the unacceptable behaviours identified in this policy. As an employer, SPARQ Solutions can be held vicariously liable for the unlawful actions of its employees.
5. SPARQ Solutions encourages employees to speak directly with any person whose behaviour they find objectionable. If this is not possible or does not resolve the issue, the employee is encouraged to raise their concerns with their manager in the first instance, where possible and appropriate. The preferred method of resolving complaints is at the local level, with an emphasis on conciliation. If the issue cannot be resolved at the local level, the employee may:
  - (a) Contact a SPARQ Solutions or Ergon Energy Sexual Harassment and Anti-Discrimination Officer (SHADO), who can provide information and support; or
  - (b) Contact their manager's manager (if possible and appropriate); or
  - (c) Contact their Union representative; or
  - (d) Contact an HR Advisor; or
  - (e) Contact the Chief Executive Officer; or
  - (f) Contact the Anti-Discrimination Commission Queensland for information; or
  - (g) Follow the formal Grievance Procedure outlined in Part 2, Section 2.4 of the Electricity Generation Transmission and Supply Award – State.
6. Any complaint of unacceptable behaviour such as unlawful discrimination, harassment or workplace bullying will be treated seriously and investigated promptly, confidentially and impartially in accordance with the SPARQ Solutions Discrimination, Sexual Harassment and Workplace Bullying Complaint Management Procedure.

7. All new employees will attend an EEO awareness session during corporate induction. Employees will also receive EEO updates during the course of their employment with SPARQ Solutions.
8. SPARQ Solutions will have an EEO Management Plan to ensure that initiatives and strategies are in place to support and reinforce our commitment to equal employment opportunity.